



OSD Training for Vendors Spring - Summer 2018 Schedule



OSD offers a variety of free events and training opportunities related to the procurement of commodities and services. The following is a listing of the schedule for **April - September 2018**. For training-related questions, please send an email to osdtraining@state.ma.us.

Vendor Training Registration Instructions

Press **Ctrl** and click on the **hyperlink** for your desired **training date**. This will bring you to one of our course enrollment sites which require completing a registration form. **Vendors may only attend each training once unless they have the express permission of OSD training.**

You can contact OSD Training at OSDtraining@state.ma.us

Please Note: After registering for a webinar, registrants will receive details for accessing the webinar via email prior to the date of the class.

[CLICK HERE](#) and select *Vendor Course Descriptions* for course details.

COURSE	DATE	START	END	LOCATION
SDO Pre-Certification Workshop	Monday, April 9, 2018	10:00 AM	12:00 PM	Framingham Town Hall – Ablondi Community Room, 150 Concord St, Framingham
Connecting Your Business to the Commonwealth	Monday, April 23, 2018	10:00 AM	12:00 PM	Framingham Town Hall – Ablondi Community Room, 150 Concord St, Framingham
Demystifying the RFR: Understanding the Importance of the Request For Response	Monday, April 30, 2018	9:30 AM	12:30 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
SDO Pre-Certification Workshop	Monday, April 30, 2018	10:00 AM	12:00 PM	Crescent Credit Union, 115 Commercial St, Brockton
SDP and Sales Reports Overview	Wednesday, May 2, 2018	10:00 AM	11:00 AM	Live Webinar (Online)



OSD Training for Vendors Spring - Summer 2018 Schedule

COURSE	DATE	START	END	LOCATION
Connecting Your Business to the Commonwealth	Monday, May 7, 2018	10:00 AM	12:00 PM	Crescent Credit Union, 115 Commercial St, Brockton
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	Tuesday, May 8, 2018	10:30 AM	11:30 AM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	Monday, May 14, 2018	1:00 PM	2:00 PM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	Wednesday, May 16, 2018	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Selling to the State: Marketing Your Business to Public Purchasers <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	Wednesday, May 16, 2018	1:30 PM	4:00 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	Thursday, May 17, 2018	10:00 AM	10:30 AM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	Thursday, May 17, 2018	10:45 AM	11:15 AM	Live Webinar (Online)
Tradesperson Contract: How to Locate and Respond to Bids in COMMBUYS	Monday, May 21, 2018	2:00 PM	3:00 PM	Live Webinar (Online)
SDO Pre-Certification Workshop	Tuesday, May 22, 2018	10:00 AM	12:00 PM	The Enterprise Center at Salem State University – Sullivan Room, (RM 106A) 121 Loring Ave, Salem



OSD Training for Vendors Spring - Summer 2018 Schedule

COURSE	DATE	START	END	LOCATION
Demystifying the RFR: Understanding the Importance of the Request For Response	Monday, June 11, 2016	9:30 AM	12:30 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
SDO Pre-Certification Workshop	Tuesday, June 12, 2018	10:00 AM	12:00 PM	Boston Water and Sewer Commission 2 nd Floor, 980 Harrison Ave, Boston
COMMBUYS Vendors: Essentials for the Seller Role	Wednesday, June 13, 2018	9:30 AM	12:30 PM	Western Massachusetts Hospital, Clark Building Computer Room, 128 East Mountain Road, Westfield
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	Monday, June 18, 2018	10:30 AM	11:30 AM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	Thursday, June 21, 2018	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Selling to the State: Marketing Your Business to Public Purchasers <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	Thursday, June 21, 2018	1:30 PM	4:00 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	Tuesday, June 26, 2018	2:00 PM	2:30 PM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	Tuesday, June 26, 2018	2:45 PM	3:15 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	Wednesday, June 27, 2018	10:00 AM	11:00 AM	Live Webinar (Online)



OSD Training for Vendors Spring - Summer 2018 Schedule

COURSE	DATE	START	END	LOCATION
Connecting Your Business to the Commonwealth	Thursday, June 28, 2018	10:00 AM	12:00 PM	Boston Water and Sewer Commission 2 nd Floor, 980 Harrison Ave, Boston
SDP and Sales Reports Overview	Thursday, June 28, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
Tradesperson Contract: How to Locate and Respond to Bids in COMMBUYS	Tuesday, July 10, 2018	10:30 AM	11:30 AM	Live Webinar (Online)
SDO Pre-Certification Workshop	Monday, July 16, 2018	10:00 AM	12:00 PM	Western Massachusetts Hospital – Clark Building Conference Center, 128 East Mountain Road, Westfield
COMMBUYS for Awarded Statewide Contract Vendors *Only Vendors on STATEWIDE Contract may register for this course.	Thursday, July 19, 2018	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Selling to the State: Marketing Your Business to Public Purchasers *Only Vendors on STATEWIDE Contract may register for this course.	Thursday, July 19, 2018	1:30 PM	4:00 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
Demystifying the RFR: Understanding the Importance of the Request For Response	Monday, July 23, 2018	9:30 AM	12:30 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	Tuesday, July 24, 2018	10:00 AM	10:30 AM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	Tuesday, July 24, 2018	10:45 AM	11:15 AM	Live Webinar (Online)



OSD Training for Vendors Spring - Summer 2018 Schedule

COURSE	DATE	START	END	LOCATION
Connecting Your Business to the Commonwealth	Monday, July 30, 2018	10:00 AM	12:00 PM	Western Massachusetts Hospital – Clark Building Conference Center, 128 East Mountain Road, Westfield
SDP and Sales Reports Overview	Wednesday, August 1, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
Tradesperson Contract: How to Locate and Respond to Bids in COMMBUYS	Thursday, August 2, 2018	2:00 PM	3:00 PM	Live Webinar (Online)
SDO Pre-Certification Workshop	Monday, August 6, 2018	10:00 AM	12:00 PM	Ashburton Café Conference Room 1 Ashburton Place, Lower Level, Boston
COMMBUYS Vendors: Organizational Design and Maintenance for the Seller Administrator	Tuesday, August 7, 2018	10:30 AM	11:30 AM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	Wednesday, August 8, 2018	9:30 AM	12:30 PM	Western Massachusetts Hospital, Clark Building Computer Room, 128 East Mountain Road, Westfield
Locate and Respond to Bids in COMMBUYS	Monday, August 13, 2018	1:00 PM	2:00 PM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	Tuesday, August 21, 2018	10:00 AM	12:00 PM	Ashburton Café Conference Room 1 Ashburton Place, Lower Level, Boston
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	Wednesday, August 22, 2018	2:00 PM	2:30 PM	Live Webinar (Online)



OSD Training for Vendors Spring - Summer 2018 Schedule

COURSE	DATE	START	END	LOCATION
Supplier Diversity Plan (SDP) Overview for Certified Businesses	Wednesday, August 22, 2018	2:45 PM	3:15 PM	Live Webinar (Online)
COMMBUYS for Awarded Statewide Contract Vendors *Only Vendors on STATEWIDE Contract may register for this course.	Wednesday, August 29, 2018	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Selling to the State: Marketing Your Business to Public Purchasers *Only Vendors on STATEWIDE Contract may register for this course.	Wednesday, August 29, 2018	1:30 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Demystifying the RFR: Understanding the Importance of the Request For Response	Thursday, September 13, 2018	9:30 AM	12:30 PM	One Ashburton Place, 1 Ashburton Place, 10th Floor, Boston
SDO Pre-Certification Workshop	Thursday, September 13, 2018	10:00 AM	12:00 PM	Western Massachusetts Hospital – Clark Building Conference Center, 128 East Mountain Road, Westfield
Supplier Diversity Plan (SDP) Overview for Bidders and Prime Contractors	Monday, September 17, 2018	2:00 PM	2:30 PM	Live Webinar (Online)
Supplier Diversity Plan (SDP) Overview for Certified Businesses	Monday, September 17, 2018	2:45 PM	3:15 PM	Live Webinar (Online)
Locate and Respond to Bids in COMMBUYS	Wednesday, September 19, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
Connecting Your Business to the Commonwealth	Thursday, September 20, 2018	10:00 AM	12:00 PM	Western Massachusetts Hospital – Clark Building Conference Center, 128 East Mountain Road, Westfield



OSD Training for Vendors Spring - Summer 2018 Schedule



COURSE	DATE	START	END	LOCATION
SDP and Sales Reports Overview	Thursday, September 27, 2018	10:00 AM	11:00 AM	Live Webinar (Online)
COMMBUYS Vendors: Essentials for the Seller Role	Thursday, September 27, 2018	1:00 PM	4:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
COMMBUYS for Awarded Statewide Contract Vendors <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	Tuesday, September 29, 2018	9:30 AM	12:00 PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
Selling to the State: Marketing Your Business to Public Purchasers <i>*Only Vendors on STATEWIDE Contract may register for this course.</i>	Tuesday, September 29, 2018	1:30 PM	4:00PM	OSD Training Room, 1 Ashburton Place, 10th Floor, Boston
SDP and Sales Reports Overview	Thursday, November 1, 2018	10:00 AM	11:00 AM	Live Webinar (Online)